

PERSONNEL RELATIONS AND SERVICES

Casual Dress Policy

APPROVAL/TRANSMITTAL

This new manual section establishes Office of Inspector General (OIG) policy for “Casual Friday” dress policy.

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A. POLICY. While traditional business attire is always appropriate, the Office of Inspector General (OIG) is adopting a business casual dress on Friday that is in keeping with a relaxed but professional environment. The program will be monitored periodically to ensure compliance with established guidelines. This policy is for all OIG employees. Investigators are authorized to extend this policy to other days of the business week only if they are involved in a scheduled undercover activity for that day.

B. RESPONSIBILITIES

Supervisors will advise employees if their dress does not conform to OIG’s policy and will have considerable latitude in determining appropriate dress based on the kind of work performed by employees, contact with the public, attendance at high-level meetings, court appearances, etc.

Employees are expected to dress in a manner consistent with that day's work. If an employee is meeting with a client, the employee should wear formal business attire. If an OIG employee is working at a customer site, the policy of following the customer's lead is in force.

C. GUIDELINES FOR ACCEPTABLE "CASUAL FRIDAY" ATTIRE.

OIG managers believe that employees will make appropriate choices when dressing for “Casual Friday.” If an employee is not sure whether something is acceptable, chose something else, or consult with your manager first. Employees working compressed work schedules whose designated day off is Friday may not use Thursday as an “in lieu” of casual day. The only day designated as “casual” is Friday.

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Your appearance while at work is a reflection on both yourself and OIG, and you should always be dressed in a manner in which you would feel comfortable meeting with anyone, including OIG managers and clients. Clothing you would wear to a gym, the beach, a picnic, or to clean the car or mow the lawn is not appropriate.

All clothing should be well tended: clean, pressed, free of stains, rips, tears, holes or frays, and without screen-printed text and graphics. Except for hosiery, no clothing should be see-through or formfitting.

The following guidelines help define acceptable "Casual Friday" attire at OIG:

1. Slacks and Pants: Khaki, twill, or corduroy slacks and dress slacks are acceptable choices. Sweatpants, shorts, and spandex or other form-fitting pants (i.e., stretch pants or leggings) are inappropriate for office wear.

2. Jeans: Jeans are **not** acceptable and should not be worn. However, other appropriate clothing made of denim (i.e. shirt, dress) may be worn.

3. Shirts and Blouses: Polo shirts, sweaters, turtlenecks, button-down shirts, dress shirts, and blouses are all acceptable choices. Sweatshirts, t-shirts, tank tops, tube tops, and halter-tops are not appropriate.

4. Dresses, Skirts, and Suits: Casual dresses and skirts, as well as formal business dresses and suits, are acceptable. Mini skirts and spaghetti-strap/sundresses (unless covered by a jacket or sweater) are inappropriate.

5. Footwear: Loafers, walking shoes, deck shoes, and leather or suede "bucks" or "saddle" shoes are acceptable choices, along with dress shoes. Boots and leather sandals are acceptable if in keeping with the rest of the outfit. Sneakers, slipper type shoes, flip-flops, and beach-type sandals are not appropriate.

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